



Wisconsin Department of Public Instruction  
**REQUEST FOR DUPLICATE  
EDUCATOR LICENSE**  
PI-1602-DUP (Rev. 3-05)  
Page 1

**FOR INFORMATION CONTACT:**

Telephone No. (608) 266-1027  
Voice Mail No. 1-800-266-1027  
Web Site [www.dpi.state.wi.us/dlsis/tel](http://www.dpi.state.wi.us/dlsis/tel)

**We do not accept requests by FAX.**

**WE WANT TO DO AN EXCELLENT JOB FOR YOU. HERE IS HOW YOU CAN HELP.**

- ◆ Submit this form only if you are requesting a duplicate printed paper license for a **current** Wisconsin educator license. Licensure can also be confirmed, at no charge, using the DPI license data base search at [www.dpi.state.wi.us/dlsis/tel/lisearch.html](http://www.dpi.state.wi.us/dlsis/tel/lisearch.html)
- ◆ A copy of a life license may be obtained only if the life license is **valid**. A life license is invalid if for five or more consecutive years the holder is not actively employed in a position in the teaching profession.
- ◆ This request form must be notarized. For information on notarization see [www.dpi.state.wi.us/dlsis/tel/notary.html](http://www.dpi.state.wi.us/dlsis/tel/notary.html)
- ◆ Please type or print legibly using black or blue ink. Make a copy of this request form for your files.

**INSTRUCTIONS**

- I. Licensee Information:** Fill in all sections. Provide a primary phone number where you can be reached between 8 a.m. and 4 p.m. Central Standard Time. Provide the begin and end dates of your current educator license(s). **Duplicates will not be issued for expired licenses or invalid life licenses.**
- II. Life License Validity Statement:** A duplicate copy of a life license will be issued only if the life license is still valid. For a life license to be valid, the holder must remain actively employed in the teaching profession. Any period of five or more consecutive years where the life license holder was not employed in the teaching profession will invalidate the life license. If you are requesting a duplicate life license, you must answer all questions in Section II of page two.
- III. Notarization:** The licensee must provide proper identification and sign the request in the presence of a notary public.

**PAYMENT INSTRUCTIONS**

Fee payment (\$50) must be mailed with your request. Since the fee covers the cost of review and processing, **NO REFUNDS WILL BE MADE**, regardless of whether or not a current license can be provided. The fee is subject to change without notice.

**CHECK OR MONEY ORDER:** Make check or money order payable for \$50 to: Department of Public Instruction. *Do not mail this page (page 1) when paying by check or money order. Attach the check or money order securely to the top of page 2 (the page containing licensee information).*

**CREDIT CARD:** Fill in below and attach to the application. We accept **only** MasterCard and VISA. We do not accept debit cards. This credit card payment page must have an *original signature* and will be retained by our bank. Since this page will not be forwarded to our licensing consultants, *be sure that the reverse side does not contain any information needed to process your request.* When paying by credit card, **attach this page on top** before mailing.

Account Number	<input type="checkbox"/> MasterCard	<input type="checkbox"/> VISA																				
<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																						

Expiration Date			—		
Month				Year	

Amount
<b>\$50</b>

Print or Type Cardholder Name
Signature
➤

**MAILING INSTRUCTIONS (Do not FAX)**

The request form and payment must be mailed (regular 1<sup>st</sup> class U.S. mail only) to DPI's bank for payment processing before the request can be reviewed. The bank then couriers the request to Madison for processing by licensing consultants. **Do not mail or fax the request to DPI's Madison office. If sent to Madison, review of your request will be significantly delayed.**

Mail your notarized request form with payment to:

**DPI Teacher Licensing, Drawer 794, Milwaukee, WI 53293-0794**



Wisconsin Department of Public Instruction

## REQUEST FOR DUPLICATE EDUCATOR LICENSE

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Voice Mail No. 1-800-266-1027

Web Site [www.dpi.state.wi.us/dlsis/tel](http://www.dpi.state.wi.us/dlsis/tel)

**Do not FAX this request form.**

**This form is available at [www.dpi.state.wi.us/dlsis/tel/applications.html](http://www.dpi.state.wi.us/dlsis/tel/applications.html)**

### I. LICENSEE INFORMATION

Legal Name <i>First</i>		<i>Middle</i>	<i>Last</i>	
Previous Name(s)		Social Security Number *		Date of Birth <i>Mo./Day/Yr.</i>
Address				P.O. Box
City		State	Zip Code	Zip Plus <i>4 digits</i>
Primary Telephone ( <i>include area code</i> )		Ext.	Alternate Telephone ( <i>include area code</i> ) Ext.	
Email Address		Current Wisconsin Educator License Issue Year      Expire Year		

### II. LIFE LICENSE VALIDATION

1. Is the license, for which you are requesting a duplicate, a **life** license?

☐ Yes *If Yes, Indicate current or most recent employment in the teaching profession. Also respond to Question 2.*

School District	From <i>Mo./Day/Yr.</i>	To <i>Mo./Day/Yr.</i>
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☐ No *Stop*

2. Have you remained active in the teaching profession since obtaining life licensure (no periods of five or more consecutive years where you were not employed in the teaching profession)?

☐ Yes

☐ No

### III. NOTARIZATION

Licensee Name <i>Print or type</i>	Sworn and signed before me this _____
Signature (Sign in blue or black ink, in presence of Notary Public)   <i>Wisconsin Statutes require all notaries publics to affix a clear impression of their official notarial seal or stamp every time a notarial act is performed</i>  <div>SEAL</div>	day of _____
	in the year _____.
	Notary Public, _____
	My commission expires on _____
<b>For Bank Use Only</b>	
* Collection of social security number is a requirement of s. 118.19(1m) and (1r).	Amount of Remittance <b>\$50</b>
	Date Stamp

**CONDUCT AND COMPETENCY REVIEW**

PI-1602-A (Rev. 3-03)

Page 1

Application forms are available at: [www.dpi.state.wi.us/dlsis/tel/applications.html](http://www.dpi.state.wi.us/dlsis/tel/applications.html)**ANSWER ALL QUESTIONS**

1. This form **must** be completed and included with your licensing application. Failure to complete this form will delay the processing of your application.
2. **Your signature on this form must be notarized. Most schools have a notary public on staff.**

For purposes of this application, "teaching" applies to all licensed school personnel which includes, but is not limited to, classroom teachers, counselors, social workers, psychologists, administrators, school library media specialists, substitute teachers, special education aides, etc.

<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PR* <small>Previously Reported</small>	1. Have you ever been disciplined for alleged misconduct in the course of any employment or as a member of any licensed or regulated profession, including but not limited to verbal, physical, or sexual abuse or harassment?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PR	2. Have you ever resigned, been disciplined or dismissed from any teaching or other school position, in part, for alleged ( <i>check any which apply</i> ) <input type="checkbox"/> immoral conduct or <input type="checkbox"/> incompetence <i>Definitions on next page.</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PR	3. Have you ever had a certificate or license to teach or perform other school duties denied, revoked or suspended?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PR	4. Is disciplinary action of your educationally related license or employment currently pending in any jurisdiction?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PR	5. Have you ever been convicted of violating any civil law, local ordinance, state law, or federal law for actions involving sexual conduct, physical abuse of a child, and/or contributing to the delinquency of a child?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PR	6. Have you ever been convicted of any criminal offense (including <i>criminal</i> traffic matters, not general traffic violations) in any jurisdiction? ( <i>check any which apply</i> ) <input type="checkbox"/> felony or <input type="checkbox"/> misdemeanor
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PR	7. Have you ever participated in a deferred prosecution program resulting from a criminal investigation?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PR	8. Are you currently on probation in any jurisdiction?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PR	9. Have you ever been acquitted or found not guilty of a criminal offense involving sexual conduct or harm or threat of harm to another, for reasons of insanity, mental disease or defect, diminished mental capacity or comparable legal defense or basis?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PR	10. Is any criminal charge or investigation pending against you in any jurisdiction?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PR	11. Have you (or a school district where you worked) ever been a party to a civil settlement, award, or agreement of any kind that involved an allegation concerning <b>your conduct</b> as an educator or in an educationally related position?
12. Carefully read item number 2 of the instructions on the following page to determine whether or not you are required to submit fingerprint cards with your license application. Check the appropriate box(es) below to indicate your response. <input type="checkbox"/> I am required to submit fingerprint cards with my application. <b>Indicate status of cards below.</b> <input type="checkbox"/> Completed cards are enclosed OR <input type="checkbox"/> Cards will be submitted separately. <input type="checkbox"/> I am not required to submit fingerprint cards with my application. I understand that I may be required to supply proof that cards are not required at this time.	
<b>For any "Yes" response to questions 1-11, attach a written 8½" x 11" explanation. Submit certified copies of any criminal complaint and if convicted, a copy of the criminal judgment. Also, submit any other relevant court documents pertinent to any of the questions raised.</b>	

\*If you have reported a "Yes" response on a previous application, check PR (previously reported) instead of Yes on this application **if no further conviction(s) has occurred.**

**IMPORTANT: You must respond to ALL questions 1-12.**

<b>UNDER OATH</b> , I swear that all information on this form and the accompanying license application and documentation are true to the best of my knowledge. Any false statements may result in denial, revocation, or suspension of license.	
<b>I HEREBY AUTHORIZE</b> any of my previous employers, law enforcement agencies, and the courts to release, to the Wisconsin Department of Public Instruction, information which pertains to my responses to questions on this form.	
Name <i>Print or type</i>	Sworn and signed before me this ____ day of _____ in the year _____.
Signature ( <i>Sign in blue or black ink, in presence of a Notary Public</i> ) ➤	_____ Notary Public, _____
Social Security No.**	My commission expires on _____

\*\*Collection of social security number is a requirement of s. 118.19(1m) and (1r). The social security number may be released to the Department of Justice, Department of Revenue, and the Department of Workforce Development. Such information is made available to these governmental agencies for official purposes only.

**INSTRUCTIONS AND DEFINITIONS  
CONDUCT AND COMPETENCY REVIEW FORM (PI-1602-A)**

The Conduct and Competency Review Form is a screening method to protect children. While the vast majority of educators are not a danger to the safety and education of our children, there are exceptions to the rule. Some people use the profession to have access to children and to prey upon them. Because of these people, the department must investigate the backgrounds of all license applicants. The questions contained in the conduct and competency review form have been developed to alert the department to cases that warrant further investigation. A “yes” answer to a question or an arrest record **does not** automatically make you ineligible for licensure. Each situation is investigated independently and the final decision is made on a case-by-case basis. Your cooperation in protecting our children is greatly appreciated.

1. **Respond to all questions.** We cannot issue a license unless all questions are answered. Use black or blue ink only. *Submitting a fully and correctly completed form with notarized signature will speed processing of your application.*
2. **Fingerprint Cards:** *Read **ALL** the criteria below carefully. Determine whether fingerprint cards are required in your situation and indicate your response in item 12 of the Conduct and Competency Review.* (If fingerprinting is required, your prints must be prepared on cards obtained directly from the Department of Public Instruction.)
  - If you have worked, resided, or attended college in a state other than Wisconsin, a listed territory (American Samoa, Guam, Puerto Rico, Commonwealth of the Northern Mariana Islands, or Virgin Islands), Canada, or Great Britain in the last twenty years after age 17, **you must submit fingerprint cards** with your license application.
  - Even if you previously submitted fingerprint cards to the Department of Public Instruction **you must submit fingerprint cards again if, since the previous submission, you have worked, resided, or attended college in any of the locations listed above.** (If you previously submitted cards that met approved FBI/CIB standards *and* have not worked, resided, or attended college in any of the locations above since submitting your cards to DPI, then new cards are not required.)
  - If your license application contains a non-Wisconsin mailing address, you must submit fingerprint cards unless the following exception applies. If you have never worked, resided, or attended college in a state other than Wisconsin, a U.S. territory listed above, Canada, or Great Britain you are not required to submit fingerprint cards.

**How to Obtain Fingerprint Cards:** To request cards and instructions from DPI, call 1-800-266-1027 or send an e-mail request to [tcert@dpi.state.wi.us](mailto:tcert@dpi.state.wi.us). Be sure to include your complete mailing address in your request. You will be sent a Federal Bureau of Investigation (FBI) card and a Wisconsin Crime Information Bureau (CIB) card which are preprinted with DPI's code. Your prints must be prepared, by a law enforcement official, on the two cards provided by DPI.

**NOTE:** Incomplete, or incorrectly prepared cards, will be returned to you for resubmission until they are prepared as specified in the instructions provided. See [www.dpi.state.wi.us/dlsis/tel/fphelp.html](http://www.dpi.state.wi.us/dlsis/tel/fphelp.html) for instructions on completing the cards correctly, information about fingerprinting services, and an e-mail link for requesting cards from DPI.
3. **Notarization Requirement:** Your signature on the Conduct and Competency form must be notarized. Notary Publics are available at schools, banks, and post offices. Other options include a clerk or deputy clerk of a court of record, a court commissioner, a register or deputy register of deeds, a judge, or a county or deputy county clerk. For more information about notarization see Frequently Asked Questions about notarization at: [www.dpi.state.wi.us/dlsis/tel/notary.html](http://www.dpi.state.wi.us/dlsis/tel/notary.html).

## Definitions

*“Immoral Conduct”* means conduct or behavior that is contrary to commonly accepted moral or ethical standards and that endangers the health, safety, welfare, or education of any pupil. (Sec. 115.31(1)(c), Wis. Stats.)

*“Incompetence”* means a pattern of inadequate performance of duties or the lack of ability, legal qualifications or fitness to discharge required duties, and which endangers the health, welfare, safety or education of any pupil. (PI 34.35(1)(d), Wis. Admin. Code)

## Reminders

Issuance or renewal of any license or permit by DPI is conditional upon the receipt of a satisfactory background investigation. (Sec. 118.19(10)(e), Wis. Stats.)

All information received from the Federal Bureau of Investigation and the Wisconsin Department of Justice as part of a background check, remains confidential. (Sec. 118.19(10)(f), Wis. Stats.)

You will be notified only if the department determines that the result of the background investigation is unsatisfactory.